



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 11/03/2014	Employee Requisition Number ER-15049	JOB OPPORTUNITY	
Title/Position: FAMILY SERVICE WORKER			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: HEAD START	Location: Tulsa	Location Code: 108	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Job duties as assigned by Center Supervisor
Principal Duties and Responsibilities:	Under the direct supervision of the Center Supervisor or the Partnership Specialist, the Family Service Worker will play a critical role in supporting family wellbeing, positive parent-child relationships and children's school readiness. In addition, the FSW will be knowledgeable about the Parent, Family and Community Engagement Framework. Documents all preliminary screenings, follow-up appointments and referrals for each child in their assigned center. Provide summary reports to parents on screening and follow-up results. Assist in helping families establish a medical home. Work with tribal and external agencies in order to effectively meet the needs of the families. Maintains confidentiality of family records and information in every child's binder. Provide transportation, when needed. Coordinate monthly parent trainings & parent committee meetings. Utilize the Family Partnership Agreement in order to determine what the families' immediate needs are. Maintain an accurate and current Nutrition Data record and graph height and weight, hemoglobin/hematocrit, child immunization records on Child Health Summary and tracking system in order to assure all Health/Social Services are completed. Make home visits, as needed. Attend all in-service and staff meetings. Must have good written and verbal communication skills. Must be flexible and ready to deal with unexpected situations. Perform all other duties as assigned by Center Supervisor or Partnership Specialist.
Minimum Requirements:	High School Diploma or GED with experience in working with Families and community. Must submit to and pass all necessary background checks and drug testing.
Preferred Requirements:	Associate Degree or degree in Social Work.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL passenger licenses, First Aide CPR, Food Handlers



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☒ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.